CHANGE OF GRADES/ACADEMIC FORGIVENESS

The College under certain circumstances allows recorded grades to be changed. Students in the following 3 situations may have their grades changed:

1. Students who have been given an incorrect grade.
2. Student who repeat the course, and
3. Under certain circumstances, a student may have a block of courses removed from their grade point average and credit calculations.

See following pages for procedures.
CHANGE OF GRADES/ACADEMIC FORGIVNESS

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1. Students who have been given an incorrect grade,

2. Students who repeat the course, and

3. Under certain circumstances, a student may have a block of courses removed from grade point average and credit calculations.

Correcting Grades
If a mistake is made in computing or recording a grade, the student should ask his or her instructor to correct the grade. The mistake, however, must be discovered and corrected in the semester following the course. After the end of that semester, no changes will be made.

Notified of the mistake within these time limits, the instructor must complete and send a change of grade form to the Vice President for Student Learning.

When the Vice President approves the change, Registration and Records will change the grade on that student’s record.

Repeating a Course
To raise a previous grade, students may repeat a course.

Although the record of all previous grades in that course remain, College uses only the last grade earned in a course-unless it is a “W”-to compute grade point averages.

Students may repeat a course as many times as they wish. Regardless, only the last grade earned will be used to compute grade point average. Exceptions are listed in the College catalog.

Academic Forgiveness
A student returning to Western Wyoming Community College after a minimum five year absence and after completing two consecutive full-time semesters (or the equivalent 24 hours) with a minimum 2.00 cumulative grade point average may request to have an entire block (at least one full semester) of
courses removed from the calculation of grade point average and degree credit. This is a one-time option. All classes remain on the student’s permanent transcript but are removed from grade point average and credit calculations.